

VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Administrator for Medical Services	CLASSIFICATION CODE: 02595600
	SALARY RANGE: Gr. 141/\$74529 - 86539	REFERENCE POSITION NO.: 1236-10000-212
	Department or Agency Name Human Services	APPLICATION PERIOD: 1/11/07 - 1/17/07
	Division/Section/Unit HCQF&P/CAH	GRACE PERIOD 1/20/2007
	Assignment(s) / Comments PLEASE APPLY BY RESUME ONLY	
	Shift and Days: 8:30 - 4:00/NS	Job Location: Forand Building, 600 New London Avenue
	Restrictions/Limitations: LTPS until 07/07/2007	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <input checked="" type="checkbox"/> X	
	Name of Bargaining Unit Union: Non-Union	
	There is* _____ is not <input checked="" type="checkbox"/> X a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Statement of Duties	DUTIES / RESPONSIBILITIES: Please see the attachement.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Possession of a Master's Degree from an accredited institution of higher education in the field of Medical Care Administration, Public Administration, Social Work, Public Health Administration or Business Administration; and Experience: Employment as a Chief Medical Care Specialist; or employment in a responsible supervisory position in the field of public health, medical care administration or social work. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME to: Tammy L. Lonardo Dept. of Human Services/Office of Human Resources 600 New London Avenue Cranston, RI 02920 Telephone #: 401-462-2481 Fax #: 401-462-2041 TTY/TDD #: 401-462-3363 (Telecommunication Device for the Deaf)	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

**DEPARTMENT OF HUMAN SERVICES
DIVISION OF HEALTH CARE, QUALITY, FINANCE AND PURCHASING
CENTER FOR ADULT HEALTH**

**ADMINISTRATOR FOR MEDICAL SERVICES
1236-10000-212**

Duties and Responsibilities:

Within the Division of Health Care Quality, Finance and Purchasing, and reporting to the Deputy Director, this position will be responsible for program, financial, and operational responsibility for all Medicaid services supporting adults with disabilities and the elderly, including long-term care services on nursing facilities and home- and community-based settings. Additionally, this position has responsibility for coordinating the service and finance interface with federal Medicare, and for statewide and monitoring of section 1915(c) waiver programs. Long-term care services represent an annual expenditure within the DHS budget of more than \$650 million (state/federal). The position has supervisory responsible for 40 FTE'S.

This position will also be primarily responsible for the activities required by the LongTerm Care Service and Finance Reform Act (H7686/S2826), as well as administration of the recently awarded Real Choice Systems Change Systems Transformation Grant. Additionally, this position is responsible in the current fiscal year for the development of a primary care/chronic care management program, servicing adults with chronic care needs.